Building a Foundation for Sustainable Library Publishing: Quantitative Tools & Practical Methods

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Publisher Programs: Poll Results

Q1 - Do you have a journal publishing program?

- Yes
- No, but we are planning one
- No, with no plans
- No, but we used to
- Other
Today’s Presentation

1. Introductions
2. Sustainability Overview
3. IU’s examples
4. Activity 1: Making Assessment Forms
5. Sustainability in Action
6. Activity 2: New Journal Scenario
7. Conclusions/Wrapping Up
8. Additional Questions
Why Sustainability?

- Great for budgetary request and management
- Preventing burnout and overworking of library employees
- Fair division of labor between publisher and journal editors
- Ensuring commitments that will last as journal program grows
# Measuring Sustainability

## Quantitative:
- Full time equivalent (FTE) workforce
- Amount of journals/projects your system can sustain
- Amount of new journals/projects that can be taken on at one time
- Understanding labor required for tasks in the publishing workflow

## Qualitative:
- Assessing editor satisfaction
- Managing balanced workload
- Publishing high quality content
- Prioritizing needs of institution, strategic mission
Indiana University’s Approach

- Qualtrics forms
- Points-based internal assessment
- Quarterly program evaluation meetings
Evaluation Forms

Qualtrics forms using scoring feature:

Journal Application Form  
(http://go.iu.edu/2sRQ)  ->  
Journal Points Evaluation Form  
(http://go.iu.edu/2sJY)

Four categories:

- Mandatory startup
- Optional startup
- Mandatory operational
- Optional operational
1. Prospective journal reaches out
2. Respond with our email template asking journal to complete Journal Application Form: [http://go.iu.edu/2sRQ](http://go.iu.edu/2sRQ)
   a. (optional) Intake meeting to overview any questions/concerns
3. Department fills out Journal Points Evaluation Form: [http://go.iu.edu/2sJY](http://go.iu.edu/2sJY)
4. Next Quarterly Journal Evaluation Meeting
   a. Points for existing journals and currently available FTE reassessed
   b. Total points available for that quarter assessed
5. Journal is rejected or placed in queue
## Assigning Values

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<thead>
<tr>
<th>STARTUP - MANDATORY</th>
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<tbody>
<tr>
<td>Onboarding consultation</td>
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<tr>
<td>New website setup</td>
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<tr>
<td>Editorial training</td>
<td>2</td>
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<tr>
<td><strong>OPERATIONAL - MANDATORY</strong></td>
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<tr>
<td>Preservation and records management</td>
<td>1</td>
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<td>Cataloging/serial solutions</td>
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<table>
<thead>
<tr>
<th>STARTUP - OPTIONAL</th>
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<tr>
<td>Custom editorial workflow</td>
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<td>Copyright consultation</td>
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<tr>
<td>DOAJ indexing</td>
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<td><strong>OPERATIONAL - OPTIONAL</strong></td>
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<td>Developer customization</td>
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<td>Metrics report</td>
<td>2</td>
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<td>Full text XML</td>
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The formula and FTE

Calculate FTE for your program

- Examine job descriptions
- If possible for existing programs, utilize existing assessment forms and figure out how much time is spent on library publishing activities

1 point = 1 hour of work per quarter

Existing publishing programs will need to calculate points for currently established journals

\[
(FTE \text{ DEDICATED TO PUBLISHING}) \times (40 \text{ hours}) \times (\text{weeks per assessment period}) = \text{POINTS AVAILABLE FOR THAT PERIOD}
\]
2 staff set to dedicate 35% of their time to publishing program, 30% of total (2 graduate, 10 hours per week) student time for publishing projects (0.85 FTE)

(0.85 FTE x 40 hours per week x 13 weeks per quarter = 442 points)

Points from existing journals: 376

AVAILABLE POINTS: 66

1 staff set to dedicate 40% of their time to publishing program, 30% of total (4 graduate, 10 hours per week) student time for publishing projects (0.70 FTE)

(0.70 FTE x 40 hours per week x 13 weeks per quarter = 364 points)

Points from existing journals: 343

AVAILABLE POINTS: 21
ACTIVITY 1: Sustainability Assessment Process

FTE Quick Poll

(1) Estimate your total available points per quarter based on FTE in your own program \((\text{weekly FTE} \times 13)\);

(2) Assume that for the next quarter the points from existing journals = 150

(3) Now calculate your available points for onboarding new journals

\text{save this number for our next activity}
Publishing Labor and Responsibilities

- Identify (and place into your MOU) three categories:
  - Services that will be solely provided by the library as publisher
  - Responsibilities that are entirely the editorial board’s
  - Responsibilities shared between the two
Developer Labor and Technical Debt

- What developer resources can your institution provide?
- What can you promise to your editors?
- Remember: better to restrict customization initially for longterm sustainability
Growing Pains

- XML formats and platform changes over time
- Initial journals given far more customization
- Managing rapidly changing student editors
A notable scholarly journal has had discussions over the past 2 years about switching to your program. About a year ago, while waiting for their journal application form, you conducted the initial consultation and editorial training (3 points total). After a year of silence your point of contact reaches out to ask you to redo the initial consultation and editorial training session because there is a new Chief Editor and some board members have changed. The application form is still outstanding but based on your conversations you use the Journal Evaluation form to calculate that **48 points** will be needed to onboard and maintain the journal over the next quarter (38 points for transferring 19 back issues, 4 points for the journal flipping consultation, 1 point for DOI minting & 5 points for mandatory activities). How do you respond?
Quantitative methods provide tools for sustainability and accountability

Other factors may affect decision making, but these tools can provide a starting point & justification for decision making, as well as a means of managing workload.
Questions?
Resources

Contact us at iusw@indiana.edu for more info!

Share your thoughts about this presentation


List of resources:


This link includes:

- Journal Application Form (link to survey and PDF)
- Journal Point Evaluation Form (link to survey and PDF)
- Sample of completed Journal Point Evaluation Form
- Indiana University’s MOU for new journals
- New Journal Toolkit